The policy was approved by the senate, the HOP committee and the president.

Here is what the process is now:

**External Letters**

* The chair or program director sends a copy of the external review letter (un-redacted) to [publicrecords@uta.edu](mailto:publicrecords@uta.edu) as they come in. Do not wait to have all of them before sending them in. If you have received letters already, send them in now.
* You can scan the letter if the external reviewer sent you a hard copy.
* The redacted copy and the original copy will be sent back to the person who emailed them unless otherwise indicated.
* The turn-around time is a few days.

**Process:**

* The candidate will receive copies of **REDACTED** external letters from the chair or program director **AFTER** their dossier is submitted to the department or program but **BEFORE the department chair meets with the candidate.**
* The chair/program director will meet with the candidate to discuss the complete dossier (including the ACTP evaluation and **redacted** letters). Remember all letters received by the department (Chair or Program Director or ACTP chair) must be included in the dossier.
* The candidate shall have one week to provide an optional, no more than two-page response to address any factual errors if they so wish. This optional response shall be added to the candidate’s dossier upon receipt Section B.
* The chair/program director will write up their evaluation of the dossier after the discussion with the candidate.
* The chair or program director will make sure the unredacted letters and the candidate’s response is included in the dossier before forwarding it to the Dean.

\*\*\* THINGS TO CONSIDER:

**Timeline.** You have to build in that week between your discussion with the candidate and the submission to the dean of the whole dossier.

The discussion can’t happen until you have the ACTP write up and votes.

**Care** has to be taken with redacted and unredacted letters. Please make sure that the unredacted letters are not given to the candidate. This is why we stipulated that the dept chair/program director or head of ACTP takes this in hand. It is your responsibility to handle this bit.

Candidates statement is added to **Section B**-: Dean, College, Chair, Candidate’s Optional Response, ACTP.